

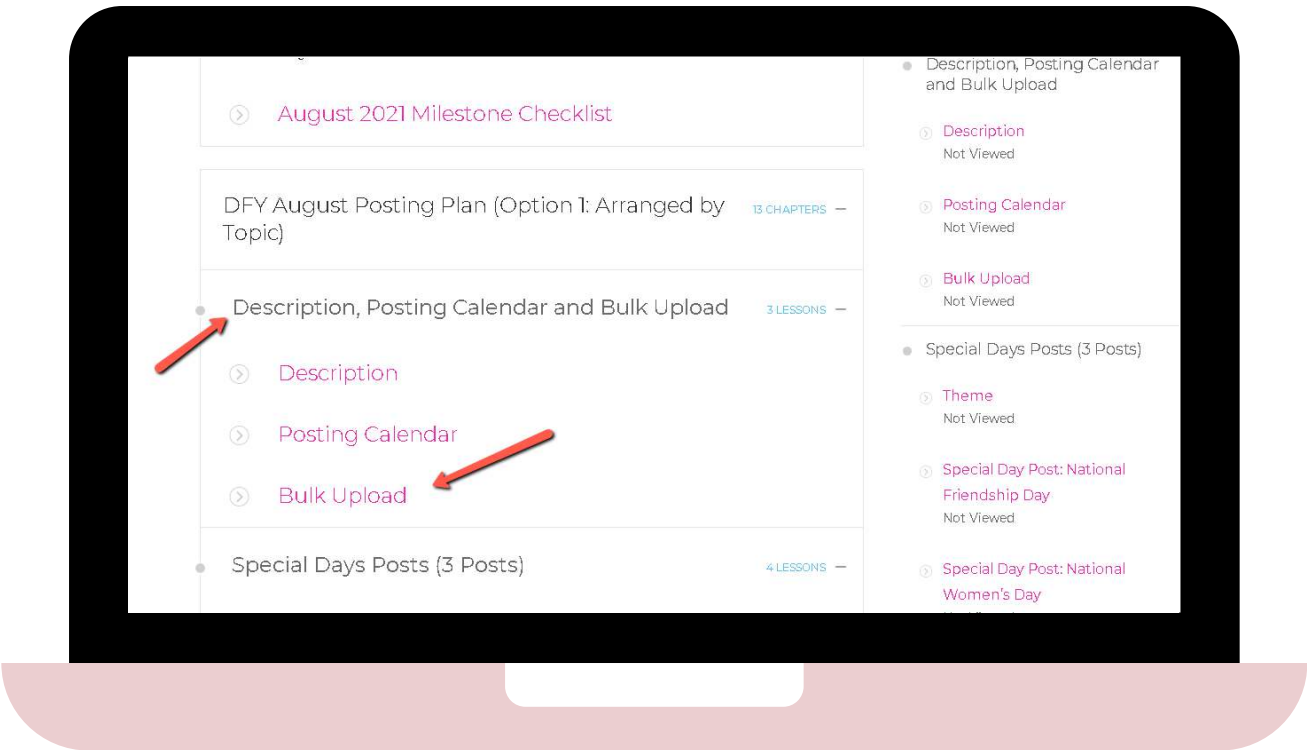


# HOW TO BULK UPLOAD?



## HOW TO BULK UPLOAD

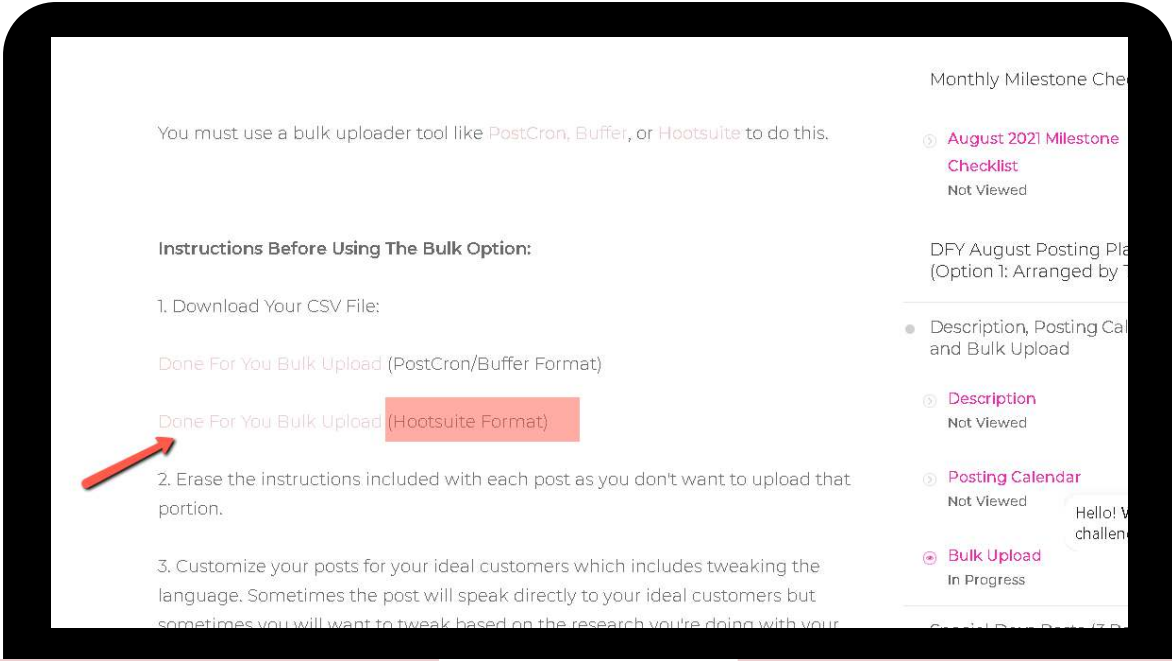
- Go to your Monthly Material
  
- Go to Description, Posting Calendar and Bulk Upload Section. Select Bulk Upload





## HOW TO BULK UPLOAD

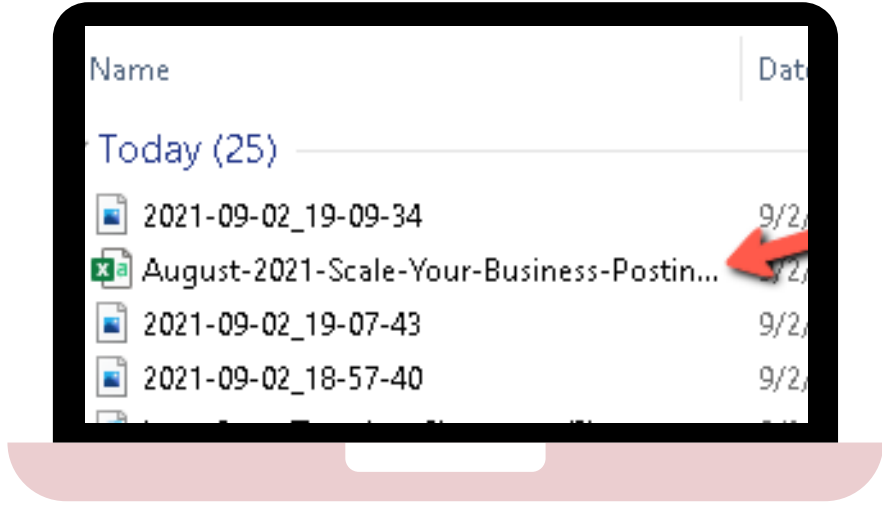
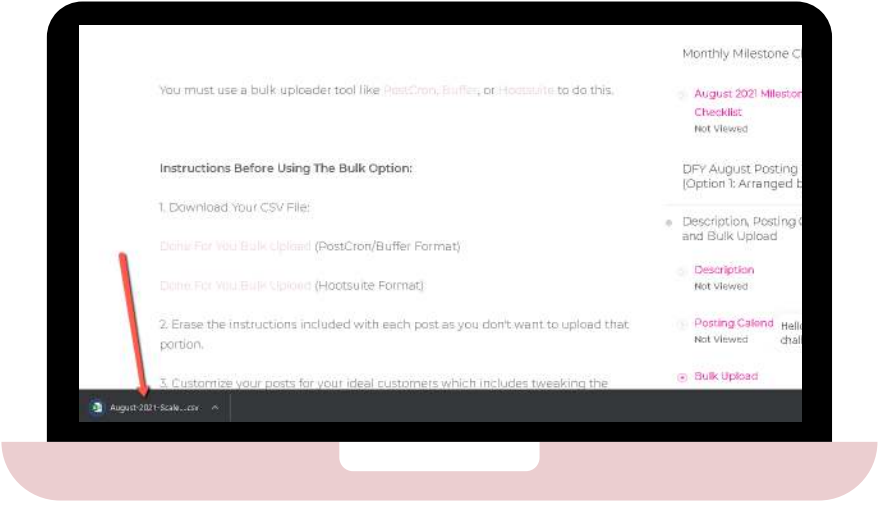
- Download your CSV File by clicking the Done For You Bulk Upload (Hootsuite Format) -- if you are using Hootsuite or Done For You Bulk Upload (Postcron/Buffer Format) -- if you are using Postcron or buffer





## HOW TO BULK UPLOAD

- Once you click the Done For You Bulk Upload the file will be automatically saved on your computer/device as a CSV File.

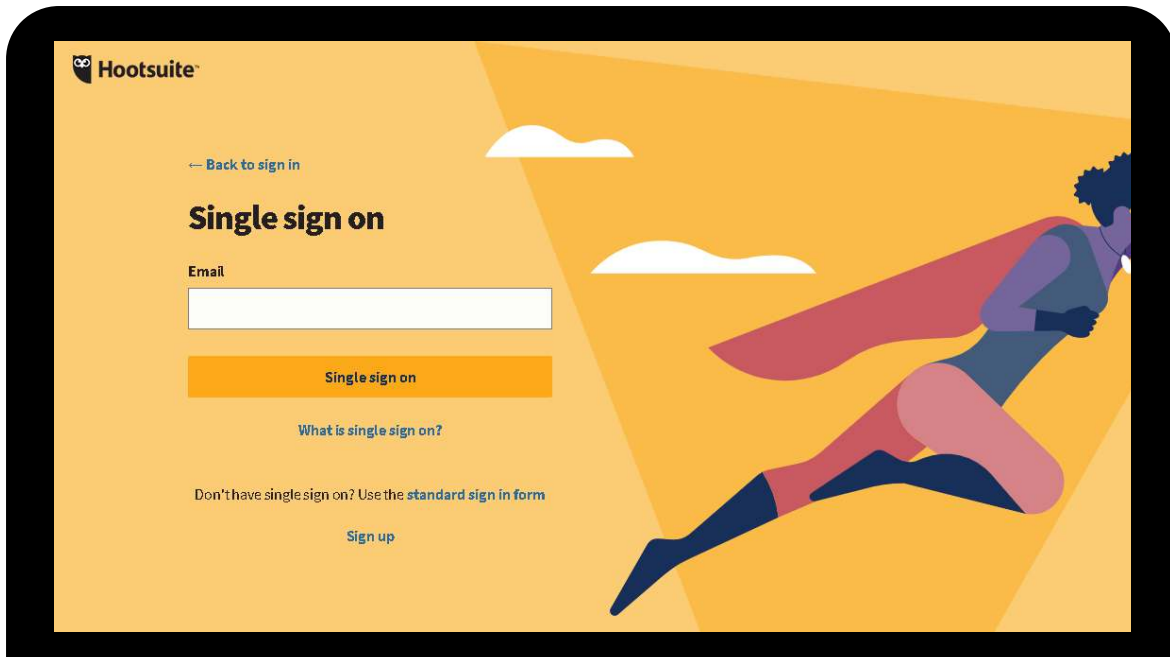




## HOW TO BULK UPLOAD

- *FOR HOOTSUITE (you need to have a pro account)*

See: <https://blog.hootsuite.com/how-to-bulk-schedule/>

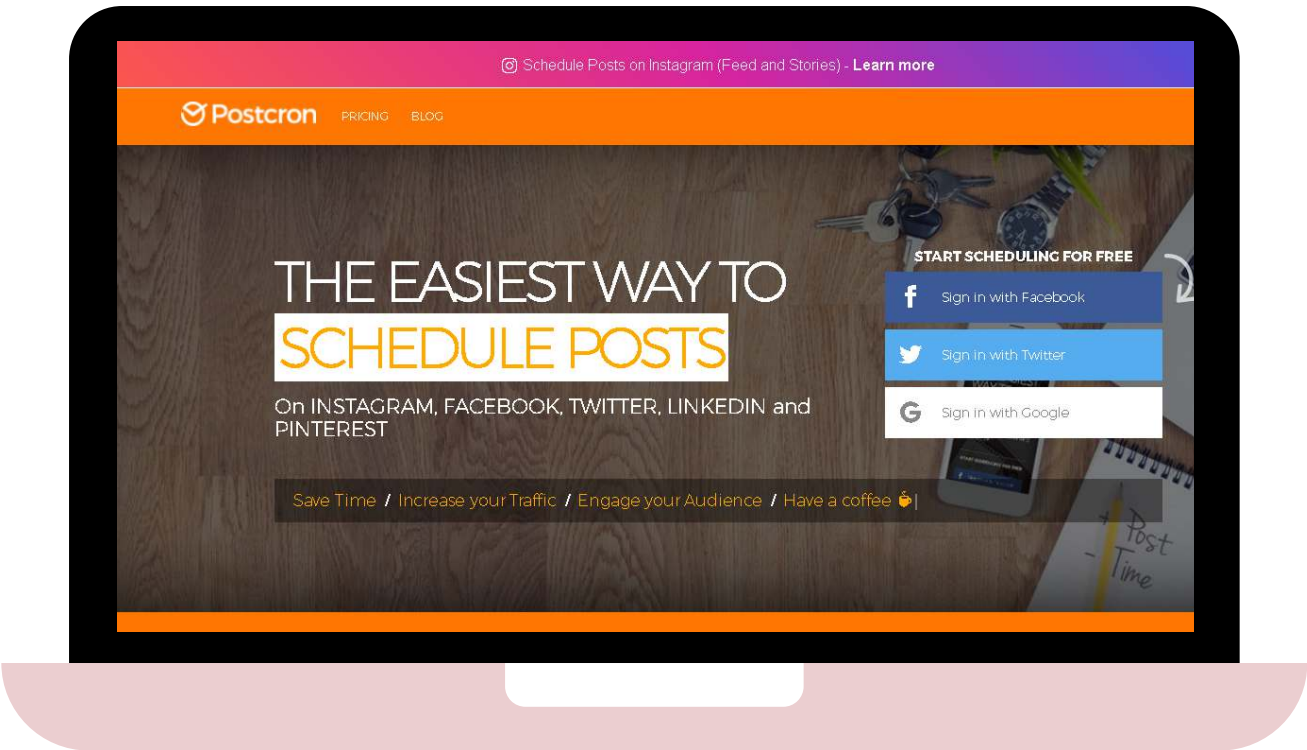




## HOW TO BULK UPLOAD

### □ FOR POSTCRON

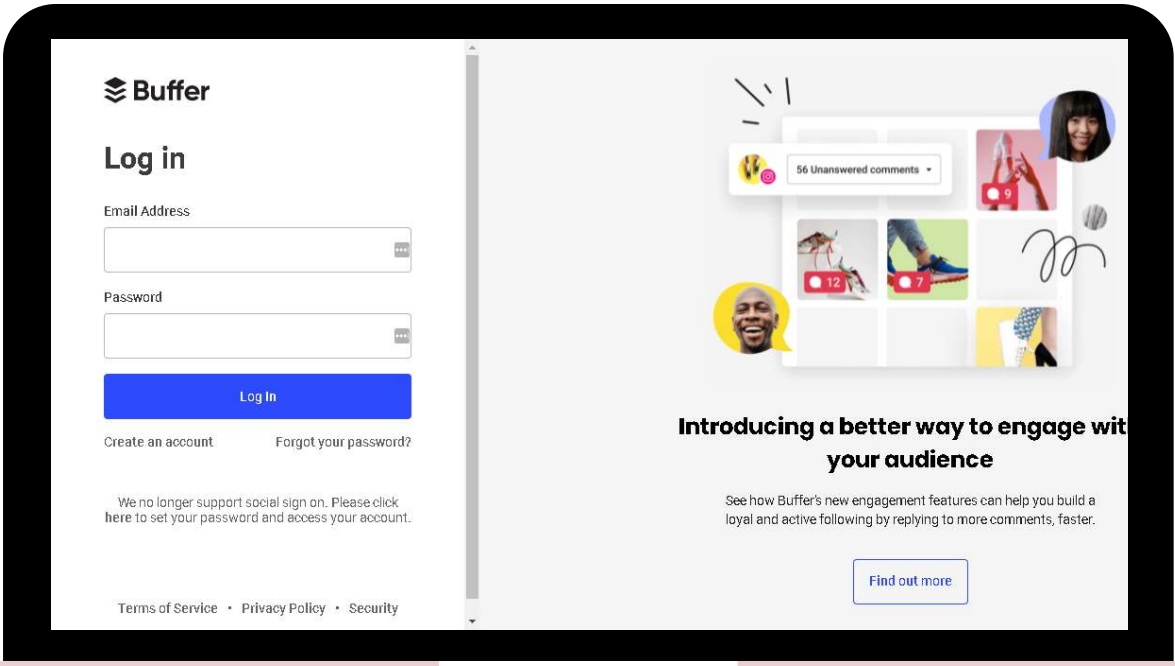
See: <https://postcron.com/en/blog/how-to-upload-posts-in-bulk-tutorial/>





# HOW TO BULK UPLOAD

*FOR BUFFER:*





## HOW TO BULK UPLOAD

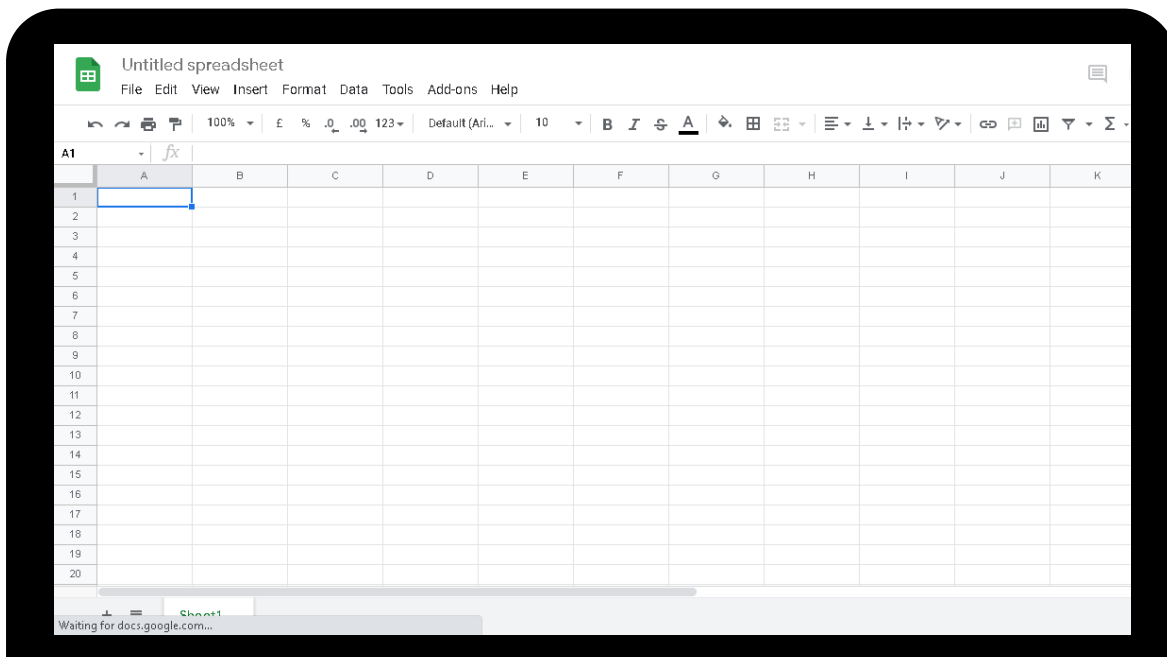
- You need to have the BULK BUFFER app (it is free)  
<https://www.bulkbuffer.com/>
- Click Start Uploading for Free
- Then click "Click or drop a file on me to import updates"
- Select the downloaded CSV file
- Click Send to Buffer. You'll see the posts gradually being sent into your Buffer queue.
- Finally, head over to Buffer, and double-check the posts have been scheduled correctly. You can edit these posts within Buffer, as you would with normal posts.





## HOW TO BULK UPLOAD

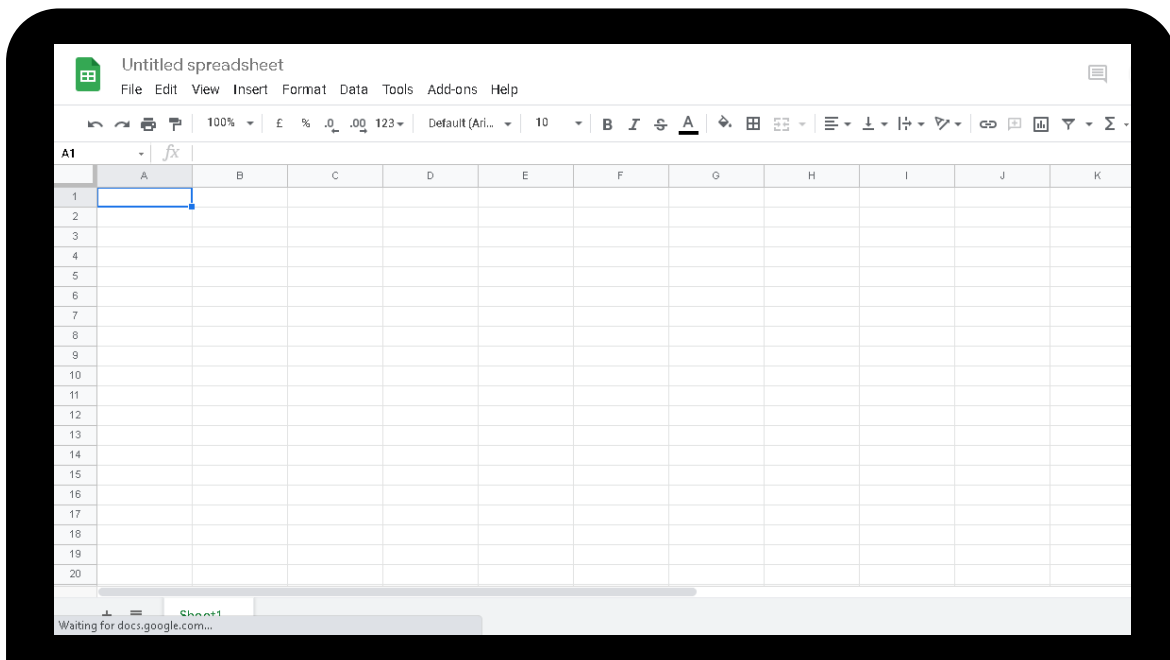
- To get your CSV file into a Google spreadsheet:*





## HOW TO BULK UPLOAD

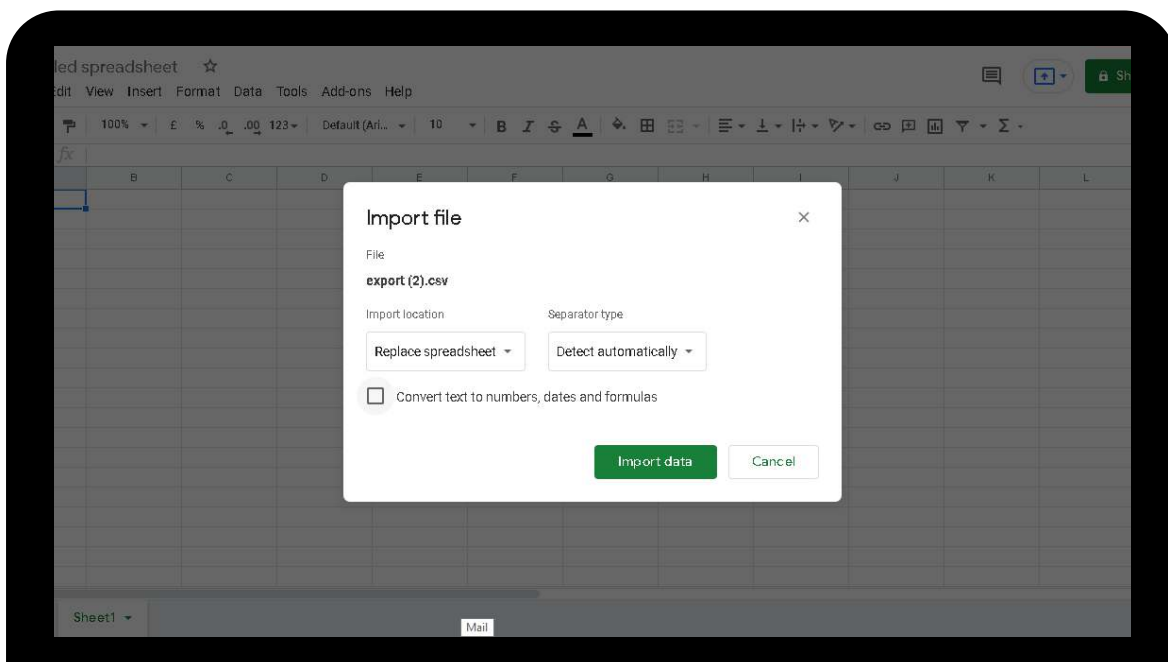
- To get your CSV file into a Google spreadsheet:*
  - Open Google Sheets





## HOW TO BULK UPLOAD

- Choose “File” → “Import” → “Upload” → “Select a file from your computer.”
- Choose your CSV file from your Documents or Desktop folder.
- The following window will pop up. Choose “Import data.”





## HOW TO BULK UPLOAD

The posts will now populate the sheet.

